

☒ Current ☐ Proposed

Classification Title Labor Relations Manager I	Division/Unit Labor Relations Division
Working Title Labor Relations Manager	IT Domain (if applicable)
Position Number 363-300-9537-002	Effective Date
Name	Date Prepared December 22, 2022

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Labor Relations Manager II, the Deputy Director or Assistant Chief of Labor Relations, and as a team member with the Labor Relations Officers (exempt positions), the Labor Relations Manager I serves as a high-level staff expert and is responsible for representing State management under the Ralph C. Dills Act during all phases of the collective bargaining process in preparation for and participating in negotiations and all facets of contract administration activities. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	In coordination with the assigned Labor Relations Officer, researches and drafts grievance responses. Drafts arbitration summaries for grievances elevated to arbitration, mini-arbitration or board of adjustment. Participates and may lead grievance conferences with departments and/or respective labor organizations. Provides assigned research and support work for unfair labor practices. Develops creative solutions to resolving grievances and unfair practices.
35%	(E)	As directed, provides liaison and policy direction to state departments on matters concerning State labor-management relations. Provides staff expertise for specific projects and statewide task force studies on labor relations matters. Provides the highest level, completed staff work on special projects. Drafts and prepares formal correspondence

		to employee organizations and state departments on labor relations matters. Develops and drafts policies and procedures for CalHR and statewide labor relations activities. Compiles, prepares responsive documents, and drafts responses to Public Record Act requests and information requests from labor organizations. Identifies and drafts new or updated processes, internal policies and or procedures to guide CalHR on statewide labor relations activities. Develops, facilitates, and evaluates various labor relations trainings.
25%	(E)	Represents the state in the administration and interpretation of collective bargaining agreements by providing advice, counsel, and training to state departments. In coordination/consultation with the assigned LRO, may chair labor/management meetings on various topics. Drafts and analyzes various bargaining proposals. Represents the state in preparing arbitration cases or unfair practices response under the LRO parameters. Assists with working with other control agencies to implement bargaining proposals. Conducts legislative bill analysis and prepares legislative summaries. Prepares completed contract and other related documents for website posting.
5%	(M)	Other duties as assigned

Supervision Received

The Labor Relations Manager I reports directly to and receives the majority of assignments from the Labor Relations Manager II,; however, direction and assignments may also come from the Labor Relations Officers, Assistant Chief of Labor Relations, the Deputy Director of Labor Relations or the Director of CalHR.

Supervision Exercised

None, the incumbent is high level staff expert. However, on projects the LRM may act in a lead capacity and serve as coordinator, team leader or a leader over multi-disciplinary staff. The LRM may also mentor, train and provide feedback to LRD employees.

Special Requirements / Desirable Qualifications

- Ability to prioritize and ensure deadlines are met
- Ability to be flexible while working in a fast-paced environment with a broad range of staff, multi- tasking and re-directing job focus when needed
- Ability to demonstrate good judgment
- Ability to work independently and within a team environment
- Ability to deliver sensitive information in a professional manner
- Ability to maintain confidentiality
- Ability to effectively communicate through written and oral communication.
- Ability to analyze data and business processes, draw sound conclusions, identify options, and present strong, supported recommendations
- Ability to maintain professionalism at all times, and especially during times of conflict (e.g., hard negotiations or workplace disputes)
- Strong customer service and interpersonal skills
- Strong organizational, project management, and time management skills
- Proficiency in designing, planning, and implementing policies, procedures and workflow processes
- Proficiency in Microsoft Office 365, especially Word, Excel, Outlook, Power Point, SharePoint and Teams
- Proficiency in English grammar, punctuation and proofreading for publication of materials

- Political acumen

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. This position allows for partial remote work opportunities on a consistent schedule as approved by management. Travel may be required to attend meetings or training classes.

Statewide travel is required to attend other departments and institutions, including prisons, and various locations for collective bargaining negotiations, contract administration, meetings, training classes or other labor relations functions. Ability to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging), ability to move materials up to 35 pounds, and sit for long periods of time while in negotiations. Ability to meet tight timelines/deadlines under stress, communicate effectively, have a keen ability to pay attention to details, be flexible to changing work assignments and timelines/deadlines with short notice, and work long hours when required during negotiations.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date